



Christensen Legal, PLLC

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RE: RECEPTIONIST JOB OPPORTUNITY

Christensen Legal, a solo immigration practice in Boise, ID, is seeking to hire a bilingual (English/Spanish) Receptionist to join our team. At Christensen Legal, we are passionate about helping people, especially immigrants. If you are passionate about helping others, value quality customer service, and would like to learn more about immigration law, we would love for you to join our hardworking team!

Receptionist Duties Include:

- Answering phones and directing calls
- Scheduling appointments
- Receiving and processing mail
- Calendaring deadlines
- Working with clients
- Drafting forms and declarations
- Sending potential client correspondence, client agreements, and questionnaires
- Maintaining payment records
- Tracking and ordering office supplies as needed
- And, hands-on learning a tremendous amount of immigration law!

Pay depends on experience. Bonuses and raises are dependent on progress and the firm's bottom line. Generally, receptionists who show good development are transitioned to paralegals. Training is provided. Preferred candidates will have: excellent people and customer service skills, computer skills, good attention to detail, a strong work ethic, and a passion for helping people, especially immigrants.

Interested applicants should please send resume and short letter of interest to chris@christensenlegal.org. If you have questions about this opportunity, please call the office at: (208) 995-2919.